



THE STATE OF GEORGIA

EXECUTIVE ORDER

BY THE GOVERNOR:

O.C.G.A. § 50-5-51(2) authorizes the Department of Administrative Services ("DOAS") to establish and enforce standard specifications which shall apply to all supplies, materials, and equipment purchased or to be purchased for the use of the state government for any of its departments, institutions, or agencies.

State government can acquire passenger-carrying automobiles in the most cost-effective manner by purchasing only those automobiles that conform with standard specifications for passenger-carrying vehicles.

O.C.G.A. § 50-19-1(b)(1) authorizes the Commissioner of DOAS to establish rules and regulations governing the use of passenger-carrying automobiles purchased by any department, institution, board, bureau, or agency of the state.

O.C.G.A. § 50-19-1(b)(3) authorizes the Commissioner of DOAS to establish rules and regulations governing the maintenance, repair, service, and sale of fuel for motor vehicles which are owned by any department, institution, board, bureau, or agency of the state or purchased with state grant funds for use under contract to any department, institution, board, bureau, or agency of the state in order to allow said department, institution, board, bureau, or agency to carry out its duties.

O.C.G.A. § 50-19-1(b)(4) authorizes the Commissioner of DOAS to establish policies and regulations governing acquisition, utilization, preventive maintenance, repair, and replacement of all motor vehicles (excluding off-the-road and highly specialized motor vehicle equipment) owned by any department, institution, board, bureau, or agency of the state.

The provisions of O.C.G.A. § 50-19-6 which authorize the various departments, institutions, boards, bureaus, or agencies of the state to purchase passenger-carrying vehicles also require that the operation, use, maintenance, service, and repair of passenger-carrying automobiles shall be governed by the rules and regulations promulgated by the DOAS pursuant to O.C.G.A. § 50-19-1, except as otherwise provided by law.

State government can maximize the useful life of passenger-carrying automobiles if all departments, institutions, boards, bureaus, or agencies of the state regularly service and maintain such automobiles.

The costs of maintenance, repair, and fueling can be decreased by establishing statewide contracts that take advantage of the economies of scale inherent in a large consolidated automobile fleet rather than servicing, repairing, and fueling automobiles on an ad hoc basis.

O.C.G.A. § 50-5-141 authorizes DOAS to transfer, sell, trade, or otherwise dispose of surplus property no longer needed by the departments, institutions, and agencies of the state.

State government should not only maximize the useful life of passenger-carrying automobiles but also seek to maximize the proceeds from the disposition of such vehicles.

KPMG in its September 30, 2000 *Review of Administrative and Financial Practices* recommended a centralized fleet management function (an "Office of Fleet Management") within the DOAS to have the responsibility for managing and coordinating statewide vehicle activities, tracking the number of motor vehicles statewide, and ensuring compliance with statewide policy through desk audits and physical audits.

Now, therefore by the power vested in me as Governor of the State of Georgia, it is hereby ordered that DOAS and the Office of Planning and Budget (OPB) shall coordinate with the State Auditor to promulgate appropriate policies for the purchase, assignment, operation, and disposal of passenger-carrying automobiles.

DOAS shall establish standard specifications for passenger-carrying automobiles that do not contain unnecessary luxuries or options.

DOAS shall establish a standard anticipated service period for passenger-carrying vehicles which will obtain the best value for the state considering a balance of maximum duration for use of the vehicle and maximum proceeds from the sale, trade, transfer, or other disposition of the vehicle.

DOAS shall establish and maintain appropriate statewide contracts for the purchase, operation, use, maintenance, service, repair, and fueling of all passenger-carrying automobiles.

All state departments, institutions, boards, bureaus, agencies, and authorities that are instrumentalities of the State of Georgia shall only purchase passenger-carrying automobiles (excluding off-the-road vehicles and highly specialized vehicles) that strictly comply with the standard specifications for passenger-carrying vehicles established by DOAS.

All state departments, institutions, boards, bureaus, agencies, and authorities that are instrumentalities of the State of Georgia shall strictly comply with all policies, rules, and regulations governing the purchase, assignment, operation, use, maintenance, service, repair, and disposal of passenger-carrying automobiles.

All state departments, institutions, boards, bureaus, agencies, and authorities that are instrumentalities of the State of Georgia shall use the statewide contracts established by DOAS and shall purchase, operate, use, maintain, service, repair, and fuel all passenger-carrying automobiles in accordance with the provisions of such contracts.

DOAS shall be empowered to exempt certain state departments, institutions, boards, bureaus, agencies, authorities that are instrumentalities of the State of Georgia, or organizational units thereof, from the mandatory use of such statewide contracts after determining that such exemption would be in the best economical or operational interests of the state.

DOAS shall establish and maintain a centralized repository containing information on the purchase, assignment, operation, use, maintenance, service, repair, fueling, and final disposal of all passenger-carrying automobiles operated by organizations covered by this Order for use in appropriately managing the state's use of passenger-carrying automobiles.

All state departments, institutions, boards, bureaus, agencies, and authorities that are instrumentalities of the State of Georgia shall provide all information required to establish and maintain such a centralized repository in a manner to be determined by DOAS.

DOAS shall establish an Office of Fleet Management to maintain such a repository; analyze the information contained therein; establish and maintain appropriate statewide contracts for the purchase, maintenance, repair, and fueling of state passenger-carrying automobiles; conduct reviews of compliance with applicable policies, rules, and regulations; provide recommendations to the Governor and the OPB for appropriate management, operation, and funding of the state's fleet of passenger-carrying automobiles; and otherwise provide for the appropriate management of such fleet.

This 10th day of June, 2002.


GOVERNOR

ATTEST:


EXECUTIVE SECRETARY